



June 10, 2003

WEST VIRGINIA BULLETIN NO. WV 340-3-1

SUBJECT: SPA – Evaluating Field Office and RC&D Office Operations or Programs

Purpose: To develop a list of the last Field Office or RC&D Office Appraisal and recommended schedule for future Office Appraisals

Expiration Date: This bulletin expires September 30, 2003

ACTION DUE BY: AREA OFFICE, JULY 11, 2003

We are in the process of reviewing existing policy on oversight and evaluation, quality reviews, and functional reviews. In an effort to ensure that NRCS in West Virginia activities are conducted in accordance with rules and regulations of the agency's programs, and laws and executive orders on which the rules and regulations are based, I request information on past evaluations and reviews conducted at the field level.

I request all Area Offices to check their files for the last Field Office and RC&D Office Appraisal Reports for the offices in their Area. ASTC-FOs will contact those offices that they are missing a copy of the last Office Appraisal Report for the date the appraisal was held. Appraisal Reports are normally filed under 330-11, Appraisals or 390-13, RC&D. ASTC-FOs will develop and recommend a schedule for Field Office and RC&D Office Appraisals for each office every five (5) years starting in FY-2004. ASTC-FOs will submit a consolidated list of dates of last Office Appraisal and recommended schedule for future Office Appraisals to Jim Piper by July 11, 2003.

If there are questions, please contact Jim Piper at (304) 284-7543.

/s/

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